

# 2016 Election Judges' Manual



REVISED 2/17/16

## **Chapter 7**

### **Ballot Judges**

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# ***Ballot Judges***

## **General Information**

The information in this chapter pertains to the procedures required for issuing ballots and ballot activation cards (BACs) to voters.

## **Pre Election Set-up**

On the Monday night before Election Day all judges will report to their assigned precinct to set up the polling place. The standard meeting time is 6:30 p.m.; however Chief Judges will contact each judge at least one week prior to the election to confirm the exact time of the pre-election meeting.

**Attendance at the pre-election meeting is MANDATORY.** The meeting will last about 2 hours. All tasks are directed by and supervised by chief judges.

With the exception of the items picked up by the Chief Judges, all precinct supplies and equipment will be delivered to the precinct. The Equipment Transfer Cart will contain the Scanning Unit, one or more Ballot Transfer Bins (containing ballots), the Ballot Marking Device(s) and the supply bags. The BMD/ADA Table will be packed on the top of the cart. The voting booths will be delivered along with the cart, but not packed inside. The electronic pollbooks will be delivered separately.



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It is recommended that three judges remove the Scanning Unit from the Equipment Transfer Cart, since the unit is top-heavy and might tip.



All Election Judges should help during the pre-election meeting on the Monday night before Election Day.

1. Set up the Ballot table so that the ballot judge or team has the following:
  - A. Ballots;
  - B. Ballot Table Template;
  - C. Ballot Activation Cards (BAC);
  - D. Ballot Certificate - Opening and Closing;
  - E. Voter Assistance Forms;
  - F. Black markers and pens; and
  - G. Privacy Sleeves.

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### **Prepare Ballots**

1. Remove the ballot transfer bin(s) from the Transfer Cart and using the attached handle, roll the bin(s) to the ballot table.



2. Verify the seals are intact and the numbers match the numbers listed on the "Opening Information" section of the *Ballot Certificate*. Check where indicated on the form to confirm.



3. Unseal the bins and remove the ballots and ballot activation cards.
4. Count the number of ballot packs for each ballot style. Verify the count on the "Opening Information" section of the *Ballot Certificate*. If there is a discrepancy, alert a Chief Judge immediately.

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BALLOT CERTIFICATE – OPENING AND CLOSING					
2016 Presidential Primary Election – Election Day				Date: <u>April 26, 2016</u>	
County: <u>Montgomery</u>					
District/Precinct: _____					
<b>OPENING INFORMATION</b>					
Monday night: verify security seals are intact and match the numbers below. Apply new tamper tape to bins and record numbers below.					
Ballot Bin #		Security Seal #	Verify	New Tamper Taper #	
#1	rear				
	front				
#2	rear				
	front				
#3	rear				
	front				
#4	rear				
	front				
Before polls open, verify you received the number of ballots packs indicated below. If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately. Check and initial to confirm.					
Ballot Bin#	Ballot Style #	# of Ballot Packs at Opening	# Ballots (Packs x 25)	Verify Correct # of Ballot Packs	Initial
	Blank BACs				
To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.					
Assisting Election Judge(s) _____					
Chief Judge _____					
Chief Judge _____					
<b>CLOSING INFORMATION</b>					
When polls close, count the number of remaining unvoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to determine the number of spoiled ballots. Enter the numbers below.					
Remaining UNVOTED Ballots at Closing			Total SPOILED Ballots at Closing		
Ballot Style #	Remaining unvoted ballots	Initial	Ballot Style #	# Spoiled	
BACs			BACs		
Total			Total		
All unvoted ballots have been accounted for and are being stored in a secure manner according to instructions from the Board of Elections.					
To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.					
Assisting Election Judge(s) _____					
Chief Judge _____					
Chief Judge _____					

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5. Initial and sign the form where indicated. Give the form to the Chief Judges to sign.
6. Return the ballots and ballot activation cards to the ballot transfer bins and place them back into the Transfer Cart for overnight storage. Since the cart will be secured it is not necessary to reseal the ballot bins.

## Election Morning

**Arrive by 6:00 a.m.**

**Make sure you sign the Payroll Sheet.**

A. Assist in setting up for the election as assigned by the chief judges, including:

A. Posting the outside signs; and

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- B. Completing and using the name badge provided. Do **NOT** indicate a party affiliation on the badge. Indicate any additional language proficiency.
2. Open one package of ballots per party ballot style. DO NOT open more than one package for each ballot style at a time. Note that all ballots tops are white.
  3. Place each package of ballots on the Ballot Table Template by party.

REPUBLICAN	DEMOCRATIC	UNAFFILIATED
REPUBLICAN	DEMOCRATIC	UNAFFILIATED

4. Open one package of ballot activation cards.



Work together so that your polling place is ready to open by 7:00 a.m.

### **During Voting Hours**

The Ballot Judge's responsibilities include:

1. Verifying that the voter's voter authority card (VAC) has been signed by the voter and initialed by a check-in judge;
2. Verifying that the **Political Affiliation, Ballot Style, and DIST/PREC** have been circled or highlighted;

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3. Initialing the voter's VAC;
4. Using the VAC to issue the correct ballot style to voter's receiving a standard paper ballot;

**VOTER AUTHORITY CARD**  
**Presidential General Election 2012**

Linc. Abraham Quincy  
Main St APT A. Anytown 12345  
DOB: 5/2/1842  
ID#: 3 Party: **Republican**  
DIST/PREC: 001-001-1 CONG=03; LEGIS=32; COUNCIL=001  
EPB Number: 0118/97  
**Ballot Style: 2**  
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G  
Reason: 0

**IMPORTANT**

If your address or other information has changed, please  
request the Voter Update Form from an election judge.

Please sign in the space below.

*Yvette Hodges*

-----  
Voter Signature

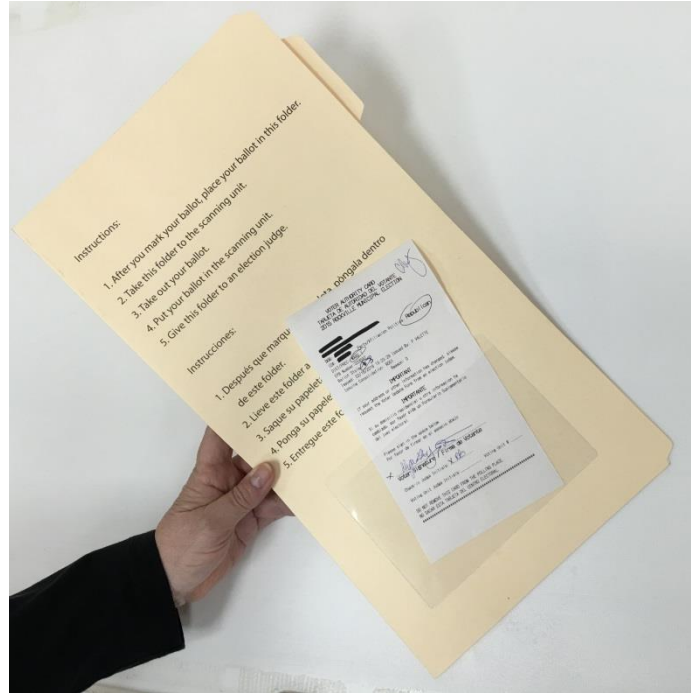
Check-in Judge Initials:     *MN*    

Ballot Issuing Judge:     *Dfg*     Voting Judge:                     

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

5. Inserting the voter's VAC into the front pocket of the privacy sleeve and the standard paper ballot inside the privacy sleeve;

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6. Issuing ballot activation cards in a privacy sleeve to voters using the BMD and alerting a Voting Judge to select the correct ballot style;
7. Directing voters to the voting area;
8. Reissuing ballots to voters who have spoiled a ballot; and
9. Keeping the ballots secure at all times.

### **Consolidated Precincts**

To accommodate voters voting in consolidated precincts, one or more ballot judges may be assigned to issue ballots. Ballot judges will issue ballots for only one precinct to prevent voters receiving the wrong ballot style. In some cases, Chief Judges may be directed to issue ballots.

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### **Spoiled Ballots**

**A voter may be issued no more than three ballots. A voting judge must offer assistance to a voter who has spoiled two ballots.**

A voter may request a replacement paper ballot or ballot activation card (BAC) when:

- A voter wants to make changes to ballot selections after a paper ballot has been marked (or a BAC has been printed);
- A paper ballot (or BAC) is damaged to the extent that a Scanning Unit (SU) will not accept it; or
- A Ballot Marking Device (BMD) has malfunctioned or a BAC fails to work.

If a voter requests assistance with voting a ballot, a bipartisan team of election judges, or a voter designated assistant can provide assistance. A *Voter Assistance Form* must be completed.

**Note:** A voter's BAC may be reused on a Ballot Marking Device that has timed out and has no ballot selections.

### **Replacing Ballots and Ballot Activation Cards (BACs)**

When a voter asks for a replacement paper ballot or BAC a voting judge shall:

1. Collect the voter's Voter Authority Card (VAC);
2. Direct the voter to spoil the ballot;

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- A. Provide the voter with a black marker and tell the voter to spoil the ballot as follows:

For regular paper ballots: Tell the voter to fill in all of the ovals for each contest (over vote all contests) and write “spoiled” on the ballot;



For Ballot Activation Cards: Tell the voter to use the marking pen to cover up all selections. Assist the voter with this, if necessary.

**Note:** Printed Ballot Activation Cards will only show the voter's selections. Therefore, all selections must be covered to protect the voter's privacy. Also, cover the barcode if one appears on the ballot activation card; and

3. When the voter has spoiled the ballot, the voting judge will take the voter's VAC and the spoiled ballot to the ballot judge.

The ballot judge will use the voter's VAC to complete the *Spoiled Ballot Log* and to issue a replacement ballot.

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1. Determine the reason for the replacement and check the correct code on the *Spoiled Ballot Log*:
  - A. Use reason code 11 – if the ballot or BAC is damaged by the voter or the judge, fails to work in the BMD, or the BMD malfunctions.
  - B. Use reason code 12 - if the voter has made selections on the ballot.
2. Indicate the ballot type, the voter's name and the voter's ID number and initial the form.

<b>Spoiled Ballot Log (Ballot Issuing Table)</b> <b>Montgomery County Board of Elections</b> <b>Presidential Primary</b> <b>April 26, 2016</b>				
A ballot that will not or can not be used to cast a vote must be spoiled and accounted for. When a judge damages a ballot (tears, folds, etc.) before issuing the ballot to a voter, the judge must record that ballot on this form. When a voter damages a ballot or wishes to change selections, the judge must record that ballot on this form before issuing the voter a new ballot. Voters may receive a maximum of three ballots.				
<b>Directions:</b> 1. If damaged after selections are made or if voter wishes to change selections, have voter mark over all circles in selected contests. 2. Write "Spoiled" on ballot. Place ballot in Spoiled Ballot Envelope. 3. Check below if ballot is standard ballot or Ballot Activation Card (BAC). 4. Determine and check correct reason code: <b>Reason Code 11:</b> Damaged by voter or by judge <b>Reason Code 12:</b> Voter made incorrect selection, wishes to change. 5. Enter voter's name and ID# below. If ballot was damaged before it was issued to voter, leave blank. Initial form. 6. Take voter's VAC. Cross off prior ballot judge's initials. Initial VAC and return to voter with new ballot.				
Reason Code	Ballot Type	Voter's Name (Last Name, First Name)	Voter ID#	Judge's Initials
#11   #12	Standard BS#   BAC ✓			

**NOTE: A voter may be issued no more than three ballots. A voting judge must offer assistance to a voter who has spoiled two ballots. A voter who has spoiled two ballots may be directed to use the BMD.**

3. Draw a line through the ballot judge's prior initials on the VAC and re-initial the VAC, to show that a replacement ballot has been issued.

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4. Confirm that “spoiled” has been written across the spoiled ballot or BAC by the voter and that the voter’s original selections cannot be determined.
5. Give the replacement ballot or BAC and the VAC to the voting judge to return to the voter.
6. Deposit the spoiled ballot or BAC into the “Spoiled Ballot Envelope.”

### **Replacing Damaged or Torn Ballots and Ballot Activation Cards (BACs)**

When a paper ballot (or BAC) is damaged prior to being issued to a voter to the extent that a Scanning Unit will not accept it follow these steps:

1. Record the ballot on the *Spoiled Ballot Log*.
2. Write “spoiled” across the face of the spoiled ballot or BAC and over vote each contest.
3. Deposit the spoiled ballot or BAC into the “Spoiled Ballot Envelope.”

### **Closing the Polls**

1. Complete and sign the Closing Information section of the *Ballot Certificate*.
  - a. Count the number of remaining invoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to confirm the number of spoiled ballots.

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2. Pack all other ballot supplies and assist in closing the polls according to the chief judges' instructions.